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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science & Technology
General Counsel
Inspector General
Comptroller
Administrative Officer, DCI

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Invitation to Attend an Organizational
Meeting on the Agency's 30-Year Declassification Program

REFERENCES : a. Executive Order 11652
b. National Security Council Directive
of May 17, 1972

1. As many of you are aware, the DCI has given the DDA the responsibility for establishing an Agency-wide program for the review of 30-year old classified material for possible declassification. This review is to be made according to the criteria established in Executive Order 11652 and the National Security Council Directive of May 17, 1972. The DDA, in turn, has designated the Information Systems Analysis Staff (ISAS) to be his instrument for initiating and coordinating this review program both within and outside of the Agency.

2. Since being given this assignment, ISAS has taken the following steps to lay the groundwork for the program:

a. Hired a declassification expert, Dr. [redacted] from the National Archives to provide guidance and expertise in the formation of the Agency's Program.

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b. Appointed an MG Careerist, Mr. [] to serve as the focal point and administrator of the review program.

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c. Programmed for the hiring of 15 part-time personnel to be trained as reviewing officers.

d. Established liaison contacts with the National Archives and Records Service (NARS).

e. Determined through previous correspondence with the other Directorates that the best and most favored approach is a decentralized program with ISAS serving as a focal point for guidance and problem solving. (Note: The decentralized approach recognizes the varied problems the different components will face during their review program while centralized guidance will insure that the Agency is consistent in its use of review criteria and procedures. The point of consistency is imperative in the event the Agency is taken to court to justify any material not declassified.)

3. The next logical step in establishing an Agency-wide program is to meet with the various components to address individual and common problems and get to know opposite numbers. With this in mind, ISAS extends an invitation to all of the addressees to send a representative or representatives to an organizational meeting to be held at 1000 hours on 18 January 1977 in Room 3-E-62 Headquarters. ISAS will discuss its present plans and objectives and would like each representative to comment on his or her situation with regards to the review program. In addition, Dr. [] who has been associated with the declassification review of records from the OSS era, will give a short talk on the highlights of that program.

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4. It is requested that those individuals planning to attend this meeting please contact [] prior to 14 January 1977.

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/s/John F. Blake

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